



# *Fresh Fruit and Vegetable Program (FFVP)*

Webinar Training  
May 28, 2014

*Funding for FFVP provided by USDA*



# ***Fresh Fruit and Vegetable Program***

The U.S. Department of Agriculture's Food and Nutrition Service (FNS) administers the Fresh Fruit and Vegetable Program (FFVP) at the federal level. At the State level, the FFVP is administered by the State agency that administers the National School Lunch Program.

The FFVP is seen as an important catalyst for change in efforts to combat childhood obesity by helping children learn more healthful eating habits and to introduce a variety of produce that students may otherwise not have had the opportunity to sample.

# ***Fresh Fruit and Vegetable Program***

## **Program Goals:**

- Create healthier school environments;
- Expand the variety of fruits and vegetables;
- Increase children's fruit and vegetable consumption;
- Make a difference in children's diets to impact present and future health.



# *Criteria for Participation*



To be selected for the FFVP,  
a school must:

- ❖ Participate in the NSLP
- ❖ Be an elementary school
- ❖ Represent the highest percentage of students certified for free and reduced-price benefits



## Allocation of FFVP Funds



For any given year, FFVP funding will come in 2 separate allocations\* for each participating school – July 1 and October 1

- Funds received on July 1 must be either spent or obligated (with a purchase order for product) by September 30
  - Any funds not spent and not obligated by September 30, will be removed from the original allocation and returned to USDA.
- Funds received on July 1 and obligated by September 30 must be spent by November 30.
  - Any encumbered funds left unspent after November 30 will be removed from the original 1st allocation and returned to USDA.
- Funds received on October 1 must be spent by June 30.
  - Any funds left unspent after June 30 will be removed from the 2<sup>nd</sup> allocation and returned to USDA.

\*Participating schools will receive allocation ranging from \$50 - \$75 per student which will be determined by a formula set by the State Agency. For school year 2014-2015, the NH per student rate will be \$52.00.

# Resource

*“Fresh Fruit and Vegetable Program, A Handbook for Schools”*

<http://www.fns.usda.gov/sites/default/files/handbook.pdf>





*So you meet the  
criteria and are  
eligible to participate  
in FFVP...*



## Next Steps

SAU's who are eligible to participate in the FFVP will receive an Introductory Invitation Letter indicating the qualifying schools and the potential grant allocation each qualifying school will receive and Letter of Intent (LOI) to Participate.

SAU's must:

1. Submit the LOI form to participate by the specified deadline date – *the LOI gives the State Agency the authority to distribute FFVP funds to eligible schools;*
2. Abide by all General FFVP Program Parameters and FFVP Best Practices;
3. Complete the on-line annual FFVP application and monthly on-line claims. The application packet will include:
  - SAU sponsor application – *one per SAU*
  - School application(s) – *one for each participating school*
    - Includes program availability
    - Educational activities

***Reminder – FFVP claims cannot be reimbursed until there is an approved FFVP application on file with the State Agency.***

# 1. Letter of Intent to Participate in FFVP (Sample)

SAU Number: 001

☐ No, I am NOT interested in participating in the FFVP for School Year 2014-2015.

☒ Yes, I am interested in participating in the FFVP for the following schools for School Year 2014-2015.

## ***Schools Participating in the FFVP***

***(Please place a ✓ in the box if the school will be participating)***

<u>Name of Participating School</u>	<u>Name of Participating School</u>
<input checked="" type="checkbox"/> School A Elementary	<input type="checkbox"/>
<input checked="" type="checkbox"/> School B Elementary	<input type="checkbox"/>
<input checked="" type="checkbox"/> School C Elementary	<input type="checkbox"/>

Primary Contact Person for FFVP: Freeda Veggy

Phone # of Primary Contact Person: (603) 555-5555

E-mail of Primary Contact Person: foodsvc@dveggypatch.org

Barry Squash Date 5/14/2014

Signature of Superintendent of Schools

**FAILURE TO SUBMIT THIS DOCUMENT MAY RESULT IN YOUR SAU's INABILITY TO  
PARTICIPATE IN THE FFVP FOR SCHOOL YEAR 2014-2015.**

## 2. General FFVP Program Parameters

FFVP must be:

- provided during the school day; separate from the breakfast or lunch meal
- provided to as many students as possible
- offered to all students equally
- only be fresh fruits or vegetables
  - *Minimal processing may be acceptable*
  - *Minimal cooking of vegetables only*
- accommodate students with disabilities,
  - *refer to page 3 of the FFVP Handbook*

### Reminders...

- Fruit must not have accompanying fruit dips
- May have occasional dips for vegetables
  - *Must be low fat or fat -free*
- Must not include dried fruits
  - *An activity might the process of drying fruits*



## 2. General FFVP Program Parameters (continued)

### *FFVP Does Not Allow*

- \*Processed or preserved fruits and vegetables (i.e., canned, frozen or dried)
- Dip for fruit
- Fruit or vegetable juice
- Snack type fruit products such as fruit strips, fruit drops,
- fruit leather
- Jellied fruit
- Trail mix

*NOTE: USDA will be piloting the possible use of canned, frozen and dried fruits and vegetables. NH will not be participating in this pilot program. USDA memo SP 23-2014*

- Fruit or vegetable pizza
- Smoothies
- Fruit that has added flavorings including fruit that has been injected with flavorings
- Carbonated fruit
- Most non-food items, except those allowed under administrative/ operational costs
- Cottage cheese
- Nuts



## 2. General FFVP Program Parameters (continued)

### *FFVP Best Practices*

To ensure that your FFVP program is operating properly in participating schools, you must keep a file that contains:

- Policy Memoranda
- Addendums
- Contact information for each participating school
- Monthly claims
- Invoices to support the monthly claims
- Monthly Menus (*it is recommended that the menu be posted in a visible public location at the participating school*)
- Purchase order information
- Vendors/Local farmers information

### 3. FFVP Application

Participating sponsors must complete an annual application\* for the FFVP. *NH's application process is completed on-line.*

The State Agency can choose not to select a high need school if the school:

- Fails to meet the deadline for application completion;
- Does not have the support from the administration;
- The State Agency has concerns with the school's administration of another child nutrition program;
- The State Agency believes the school cannot properly operate the FFVP, despite previous support from the State Agency.

\*The application process must be conducted by the State agency every year. However, at the discretion of the State agency, schools that are reapplying and are accepted to the Program based on their continued high need would be allowed to update the information the State agency has on file rather than submit a new application package.

### 3. FFVP Application (continued)

- The FFVP application is a two-step process:
  - Application data entry
  - Application submit
- FFVP personnel must have an account in the *myNHDOE* Single Sign On system. Once an account has been created, users will be connected to the on-line application/claiming system under the designated specific roles.
  - *As with other Nutrition Programs, the application data entry and the application submit personnel CAN be the same person; the claim data entry and the claim submit personnel CANNOT be the same person.*

# 3. FFVP Application (continued)

## Sample Application

FNS Fresh Fruits and Vegetables - Sponsor Application - Windows Internet Explorer

https://my.doe.nh.gov/FNS/FFV/SponsorApplication.aspx?SponsorAppID=649

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | B4-4 | Free Hotmail | Web Slice Gallery

FNS Fresh Fruits and Vegetables - Sponsor Application

Home Feeds (J) Read Mail Print Page Safety Tools Help

**Authorized Sponsor Representative (Required):**

Sponsor Name: SAU Fresh Fruit  
Address: 101 Pleasant Street  
Address 2  
City: Concord STATE: NH  
Zip Code: 03301  
Telephone #: 603 271-3646  
FAX #: 603 271-1953  
Email Address: [Tami.Drake@doe.nh.gov](mailto:Tami.Drake@doe.nh.gov)  
Correspondence Preference: email

**Remarks (Required if Warnings Exist):**  
entered on behalf of sponsor.

**Primary Grant Contact (Required):**

First Name: Tami MI: Last Name: Drake  
Title: Accountant  
Address: 101 Pleasant Street  
Address 2  
City: Concord STATE: NH  
Zip Code: 03301  
Telephone #: 603 271-3646  
FAX #: 603 271-1953  
Email Address: [Tami.Drake@doe.nh.gov](mailto:Tami.Drake@doe.nh.gov)

**Operating Data:**

Start Date: 7/1/xx End Date: 6/30/xx  
Effective Date: 7/1/xx Termination Date:

### Sample SAU Sponsor Application

The current year SAU application will be “rolled-over” to the following school year in the system. Therefore, only updates to the SAU application and accompanying school applications will need to be made. Those new SAU’s or new schools will need to answer all questions as there will be nothing to roll-over from the previous year.

Trusted sites 100%

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### 3. FFVP Application (continued)

#### Sample School Application

The FFVP school application will need to be completed for each sponsored site. Items to be updated or entered are:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• School Information</li><li>• School Contact Information</li><li>• Project/Site Manager</li><li>• Operation Dates:<ul style="list-style-type: none"><li>– July 1, 20xx – June 30, 20xx</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Meals Offered</li><li>• School Data<ul style="list-style-type: none"><li>– <i>9 questions asked in this section</i></li></ul></li><li>• Program Proposal<ul style="list-style-type: none"><li>– <i>9 questions asked in this section</i></li></ul></li></ul> |
|---|--|

### 3. FFVP Application (continued)

*Sample Program Availability Dates*

https://my.doe.nh.gov/FNS/FFV/SiteApplicationAvailable.aspx?SiteAppID=2134

File Edit View Favorites Tools Help

★ Favorites | 📁 Suggested Sites | 📧 B4-4 | 📧 Free Hotmail | 📧 Web Slice Gallery

FNS Fresh Fruits and Vegetables - Site Application Av... | Home | Feeds (3) | Read Mail | Print | Page | Safety | Tools | Help

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**New Hampshire Department of Education**  
Serving New Hampshire's Education Community

**Bureau of Nutrition Programs and Services**  
Division of Program Support  
(603) 271-3646

**Food and Nutrition Services** Year: FY 2014

Home Reports Admin Statuses Direct Cert Links Help myNHDOE Logout

Welcome Tami Drake, DOE Accounting, NHDOE

### Fresh Fruits and Vegetables Program

#### Site Application Availability

Day	Start Time	End Time	Available To
Tuesday	9:00 AM	9:15 AM	all
Wednesday	9:00 AM	9:15 PM	all
Thursday	9:00 AM	9:15 AM	all

Program Availability for FFVP must be completed for each serving day for each school participating in the FFVP. Failure to do so will result in claim errors.

Done Trusted sites 100%

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# 3. FFVP Application (continued)

## Sample Activities

FNS Fresh Fruits and Vegetables - Site Application Activities - Windows Internet Explorer

https://my.doe.nh.gov/FNS/FFV/SiteApplicationActivities.aspx?SiteAppID=2134


File Edit View Favorites Tools Help

Favorites Suggested Sites B4-4 Free Hotmail Web Slice Gallery


FNS Fresh Fruits and Vegetables - Site Application Act...

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Welcome Tami Drake, DOE Accounting, NHDOE

### Fresh Fruits and Vegetables Program

#### Site Application Activities

! Please note that the costs for nutrition education activities are NOT covered by FFVP funds

Activity Description	Provided By	Estimated Cost
great body shop	school nurse	\$0.00
health curriculum	school nurse	\$0.00
healthy teeth to toes	monadnock community hospital	\$0.00
free educational materials	food service and intern	\$0.00

Site Application Activities must be completed for each school participating in the FFVP. Failure to do so will result in claim errors.

### 3. Claiming for the FFVP

Schools participating in the FFVP must complete and submit a monthly FFVP reimbursement claim. *Note: It is recommended that participating schools post the FFVP menu in a visible public location as well as providing the menu to families monthly.*

As a reminder, you must:

- Keep all back-up documentation on-site to support the monthly claim for both the Operating Expenses and the Administrative Expenses.
  - *Paperwork must be kept to three years plus the current year unless under an audit. Paperwork must be kept until the on-going audit is closed.*
- Claims must be submitted for reimbursement no later than 60 days after the last claiming day of the month. *State Agencies have the authority to set earlier claim submission dates.*
  - *Late FFVP claims follow the FNS 60/90 day guidance. SFA's may be granted a one-time per 3 year waiver for a late claim. Any further late claims made during the 3 year period will not be processed. If currently on the exemption list, claims will not be processed.*



### 3. FFVP Claiming Budget



Program costs are broken out into two categories: ***Operating*** and ***Administrative***.

Operating costs are the costs of running your FFVP service. These are your documented expenses for acquiring, delivering and serving fruits and veggies.

Administrative costs are the documented expenses you have for planning the program, managing the paperwork, obtaining the equipment you need, and all other aspects of FFVP that are not related to the preparation and service of fruits and veggies.

### 3. FFVP Claiming Budget (continued)

#### Operating Funds vs. Administrative Funds

##### **Operating funds include:**

- Fruits and Vegetables\*
- Labor to prep
- Labor to serve
- Supplies
  - napkins,
  - bowls,
  - non-fat or low-fat dip (for veggies only)
  - cutting boards
  - paring knives
  - serving trays, etc.

*\*The majority of the FFVP allocation is to be spent on fresh fruits and vegetables.*

##### **Administrative funds \*\* include:**

- Labor to Order
- Labor to schedule
- Labor to prepare claim
- Equipment like carts and refrigerators:
  - *Must be pre-approved by State Agency*
  - *Equipment purchased with FFVP funds that will be used in other FNS feeding programs must be **pro-rated** among the programs. The FFVP represents a small program and therefore the funds claimed under FFVP should represent the smaller portion.*

**\*\*Administrative funds are limited to 10% of the total Grant Allocation at each participating FFVP school.**

*Labor costs in either the “operating or administrative” category must be minimal. SFA/State agencies must, as part of their review process, review these costs and as appropriate, work with schools reporting high costs in these categories. Volunteer parents or students can help to reduce these costs.*

### 3. FFVP Sample claim – (Operating Data)

FNS Fresh Fruits and Vegetables - Site Claim - Windows Internet Explorer

https://my.doe.nh.gov/FNS/FFV/SiteClaim.aspx?SiteClaimID=16088&SponsorClaimID=5117&ReportP

File Edit View Favorites Tools Help

Favorites Suggested Sites B4-4 Free Hotmail Web Slice Gallery

FNS Fresh Fruits and Vegetables - Site Claim Home Feeds (3) Read Mail Print Page Safety Tools Help

**Remarks (Required if Warnings Exist):**

**Operational Data (Required):**  
Operating Days: 6

**Product Description - Fruits and Vegetables:**  
(If a fresh fruit salad, please identify Purchase Date, Serve Date, Expiration Date.)

Product	Product Description	Purchase Date	Serve Date	Expiration Date	Size/Weight of Shipping Unit	# of Units	Cost Per Unit	Total Cost
grapes					18lb	12.00	\$35.8200	\$429.84
cauliflower	platters				5lb	27.00	\$14.9900	\$404.73
pears	Asian pears				24lb	18.00	\$40.5600	\$730.08
pineapple					15lb	12.00	\$59.8500	\$718.20
strawberries					8lb	16.00	\$15.9600	\$255.36
plums					50lb	11.00	\$47.8400	\$526.24
Product Total								\$3,064.45

***“Other”*** products require a description and must be approved by the State Agency.

***“Fresh Fruit Salad”*** requires a purchase date, serve date and expiration date.

### 3. FFVP Sample claim Operating Data (continued)

#### Labor:

(Directly related to the **preparation** and **serving** of fresh fruits and vegetables):

<u>Name</u>	<u># of Hours</u>	<u>Hourly Wage</u>	<u>Total Wages</u>
Employee 1	4.25	\$10.53	\$44.75
Employee 2	5.00	\$12.00	\$60.00
		Labor Total	<b>\$104.75</b>

**Small Supplies/Other:** (e.g. napkins, paper plates, utensils, bowls, pans and the like, Other - are such items as LOW FAT dips etc.)

<u>Description</u>	<u>Total Cost</u>
Gloves & Storage Bags	\$31.23
Gloves	\$9.28
Ranch	\$8.30
Supply Total	<b>\$48.81</b>

### 3. Sample claim (continued)

#### Administrative Cost Breakdown

**Administrative Costs** (such as equipment purchases, leasing and labor cost not related to the **preparation** and **serving** of fruits and vegetables; labor includes but is not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of the grant.):

Name	# of Hours	Hourly Wage	Total Wages
Food Svc Manager	2.00	\$38.68	\$77.36
		Admin Total	<b><u>\$77.36</u></b>

### 3. *FFVP Budget (continued)*

#### *Grant Allocation Information*

#### **July – September**

Allocation	\$520.00
Claimed (Approved)	\$520.00
Available Balance	\$0.00
Encumbrance	\$520.00
Encumbrance Balance	\$0.00

#### **October – June**

Allocation	\$4,680.00
Claimed (Approved)	\$3,521.61
Available Balance:	\$1,158.39

#### *\*Grant Allocation Information*

- The grant allocation will be reduced when a claim for reimbursement has been submitted by the SAU and approved by the State Agency.*
- Any school allocation funds remaining at the end of the school year will be returned to USDA.*

# *Resources*

- Best Practices – Handling Fresh Produce in Schools

[http://education.nh.gov/program/nutrition/ffvp/documents/best\\_practices\\_fresh\\_produce\\_schools.pdf](http://education.nh.gov/program/nutrition/ffvp/documents/best_practices_fresh_produce_schools.pdf)

- On-Line Claiming Manual

[http://education.nh.gov/program/nutrition/ffvp/documents/ffvp\\_claiming.pdf](http://education.nh.gov/program/nutrition/ffvp/documents/ffvp_claiming.pdf)



# *Program Reminders...*

*A. Procurement*

*B. Food Safety*

*C. Nondiscrimination  
Statement/Civil Rights*

*D. State Agency Administrative  
Review for FFVP*



## **A. Procurement in FFVP**



The purchase of anything such as food, equipment, non-food products, or services.



# **A. Procurement in FFVP**

*(continued)*

## **Contracted Meals**

If the site is provided meals by a Food Service Management Company or a vended meals contractor, the contract must be approved by the State Agency PRIOR to the delivery of service.

*Failure to have State Agency approval of a Food Service Management Contract or a Vended Meals Contract prior to the delivery of service will result in the inability to claim meals served.*

# **A. Procurement in FFVP**

*(continued)*

## **Procurement Process**

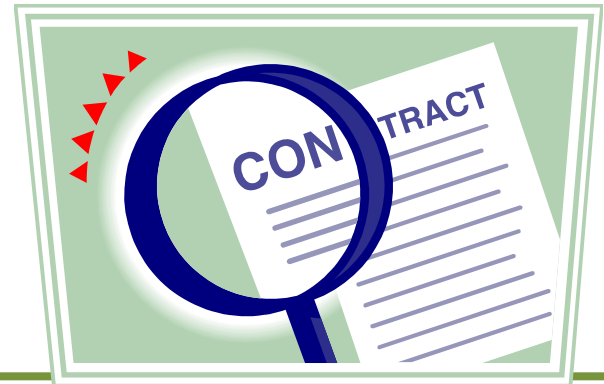
- Planning
  - Writing Specifications
  - Advertising the Procurement
  - Awarding a Contract
  - Managing the Contract

# **A. Procurement in FFVP**

*(continued)*

## **Good Procurement Principles**

- Fair and Open Competition
  - Fairness and Integrity
    - Responsive and Responsible Contractors
      - Transparency



# Resources



- Procuring Local Foods for Child Nutrition Programs Guide  
[http://education.nh.gov/program/nutrition/documents/f2s\\_procuring\\_guide.pdf](http://education.nh.gov/program/nutrition/documents/f2s_procuring_guide.pdf)
- Procurement 101 – *A NH State Agency training*  
[http://education.nh.gov/program/nutrition/documents/procurement\\_101.pdf](http://education.nh.gov/program/nutrition/documents/procurement_101.pdf)
- Procurement 201 – *A NH State Agency training*  
[http://education.nh.gov/program/nutrition/documents/procurement\\_201.pdf](http://education.nh.gov/program/nutrition/documents/procurement_201.pdf)



*B. Food Safety  
in the  
FFVP*



*B. Food Safety in the FFVP*  
(continued)

*Preventing food-borne illness  
from contaminated fruits or  
veggies is a priority in this  
program!*

## ***B. Food Safety in the FFVP*** (continued)

### Best Practices



- **#1 Training** – train all employees, volunteers, teachers and other staff how to handle cut produce (hand outs – teachers and staff)
- Follow all food safety rules and regulations (washing hands, washing produce, etc., wear gloves)
- **Plan Ahead**– make a plan with teachers/staff as to where/when food will be delivered/stored until consumed

## B. Food Safety in the FFVP (continued)

### Produce Safety

- Time and Temperature! - Store produce below 40° (coolers, ice packs)
- Wash hands and wear gloves
- Wash produce under **COOL** running water BEFORE cutting
- Scrub firm-skinned veggies and fruits with a designated veggie brush
- Remove any damaged or bruised areas



## *B. Produce Safety*

*(continued)*

- Serve cut melons within 7 days and always keep below 40°
- Don't re-wash bagged produce
- Remember to label, date, and refrigerate fresh-cut items
- Left-overs:
  - Cut - opened in classroom = compost
    - Not opened = re-serve for later in the week
  - Whole – can't be used in NSLP/SBP, **wash** and re-serve in FFVP

## B. Produce Safety

(continued)

- Visit the local farms
- Ask the farmer questions:
  - Who harvests the produce?
  - How do you store your produce?
  - How will the product be delivered?
- Don't be afraid to say NO
  - Little people have little immune systems



# Food Safety Resources

- <http://www.fns.usda.gov/farmentoschool/faqs-food-safety>
- <http://www.fns.usda.gov/foodsafety/produce-safety-resources>
- <https://www.servsafe.com/home>
- <http://www.fda.gov/downloads/Food/GuidanceRegulation/UCM171708.pdf>



## ***C. Non-Discrimination Statement***

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). **USDA is an equal opportunity provider and employer.**

# Civil Rights - Protected Classes

## *What is a protected class?*

A protected class refers to any person or group of people who have characteristics for which discrimination is prohibited based on law, regulation or an executive order.

- Schools/Institutions must administer programs so that they are accessible to all participants regardless of Race, Sex, Disability, National origin, Color, Age, Religion, Gender identity, Marital status, Reprisal, Sexual orientation, Political beliefs, Familial or parental status.



***Annually, SAU's must train front line staff who interact with students in Civil Rights. OMB Circular 113-1, Appendix B.***

## *D. State Agency Administrative Reviews for FFVP*

### *What to Expect...*

The Administrative Review (AR) performed by the State Agency (SA) evaluates compliance with USDA regulations for all School Nutrition Programs administered by the SAU, including FFVP.

## *D. Intent/Scope of AR Monitoring by SA*

To evaluate compliance, the SA must:

- *Use prescribed methodology to establish the FFVP school review sample size*
  - FFVP school selection is determined by the NSLP schools selected for review.
    - *If a school chosen for a NSLP review does not operate FFVP, the SA must ensure at least one FFVP school is reviewed in the SAU during the NSLP Administrative Review.*
- *Validate claim for reimbursement for each FFVP school selected for review*
- *Observe the FFVP service in each of the schools selected for review*

## *D. Claim Validation of FFVP*

The most current claim submitted to the SA for reimbursement will be selected.

- *The SA does not have to select the same claim month for each of the FFVP schools selected for review.*
  - All documents supporting the claim such as invoices for product, supplies, time sheets for labor and administrative costs are requested as part of the off-site review portion of the AR.
- *The SA must compare the total cost claimed for reimbursement against the total cost established by the supporting cost documentation.*
  - If these two totals are the same , the reported costs are allowable. If these two totals are not the same or contain unallowable costs, then the SA does not validate the claim and the FFVP school is out of compliance. Adjustments/ revision to the claim will need to be made by the FFVP school.

### *D. Observance of FFVP service*

While the FFVP food service may occur in multiple locations within a participating school, the SA is only required to observe one location.

Observation will include, but not limited to:

- The availability of FFVP to all enrolled children*
- That FFVP is free of charge*
- The school offers FFVP within the school day, but outside the meal service times of NSLP and SBP*
- FFVP is widely publicized*
- The school does not serve unallowable fruit and vegetable items as indicated on page 14 and 15 of the FFVP Handbook*
- The FFVP food service follows Hazard Analysis and Critical Control Point (HACCP) principles and applicable sanitation and health standards.*

### *D. Corrective Action for FFVP*

A participating FFVP school will be deemed noncompliant if any of the requirements are not met.

Corrective Action and fiscal action will be taken to bring the SAU into compliance.

The SA may suspend or terminate the FFVP in a SAU or school for repeated failure to meet program requirements, as documented by the SA.

- The SA must disallow any portion of a claim for reimbursement and recover any payment made to the SAU that was not properly payable according to FFVP requirements.

# ***Questions***



# *Contact Information for the FFVP*

Cheri F. White,  
Administrator

[Cheri.F.White@doe.nh.gov](mailto:Cheri.F.White@doe.nh.gov)

Tami Drake,  
Accountant

[Tami.Drake@doe.nh.gov](mailto:Tami.Drake@doe.nh.gov)

(603) 271-3646

